

How to create a Template template in Word 2007 and Word 2010

Microsoft Word supports users with a series of useful features, making the work of writing documents and documents faster and simpler. With these formats, operations ... often have to be used repeatedly in Word instead of having to re-type a series of addresses

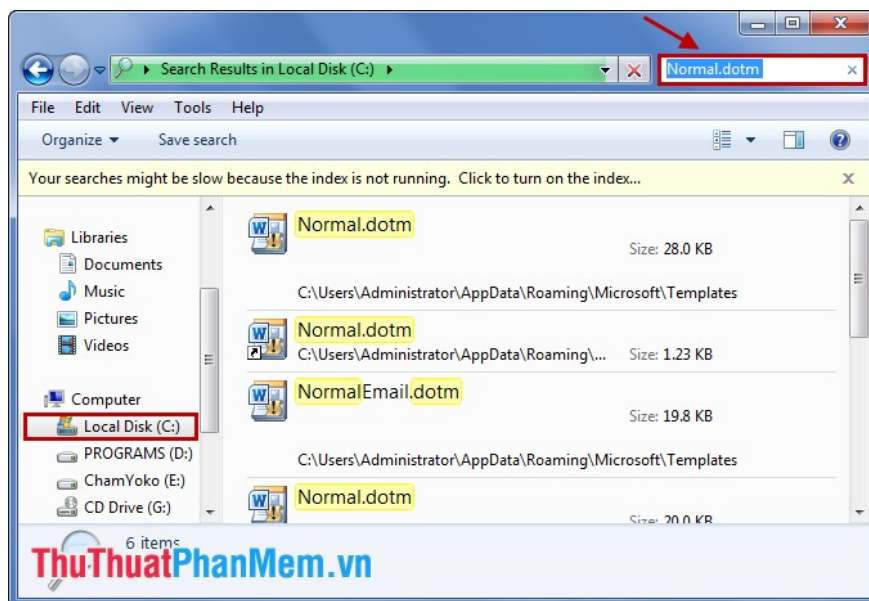
Microsoft Word supports users with a series of useful features, making the work of writing documents and documents faster and simpler. With these formats, manipulations . often have to be used repeatedly in Word instead of having to re-enter a series of formats, you can use the template creation feature (Template).

Create templates in Word, when using, you just need to open the template without having to repeat the operations, the duplicate format helps you save more time to edit.

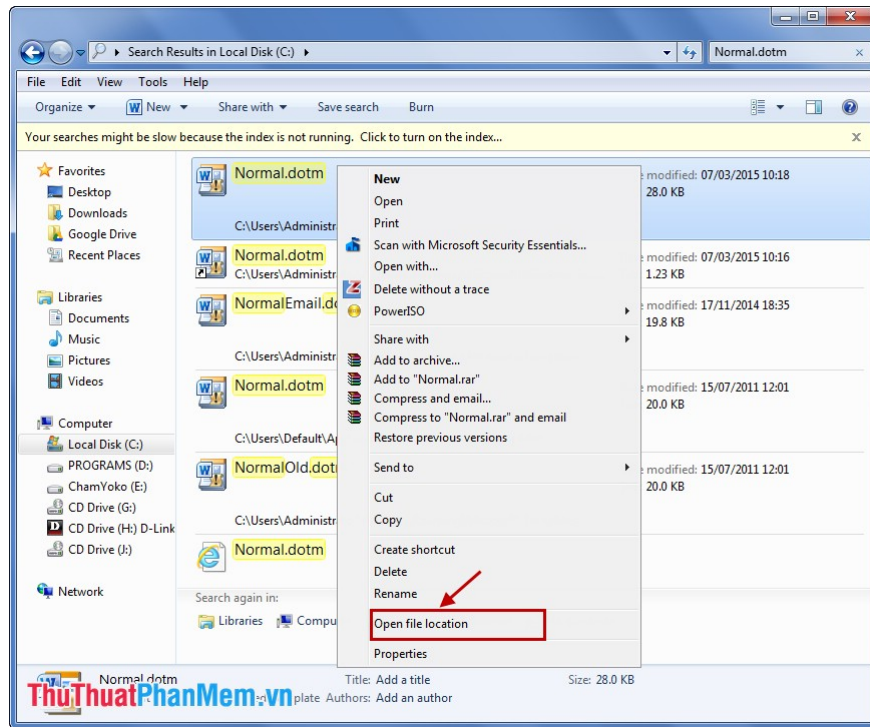
The following article shows how to create a template (Word Template) in Word 2007 and Word 2010.

How to open the Word Template templates on the computer

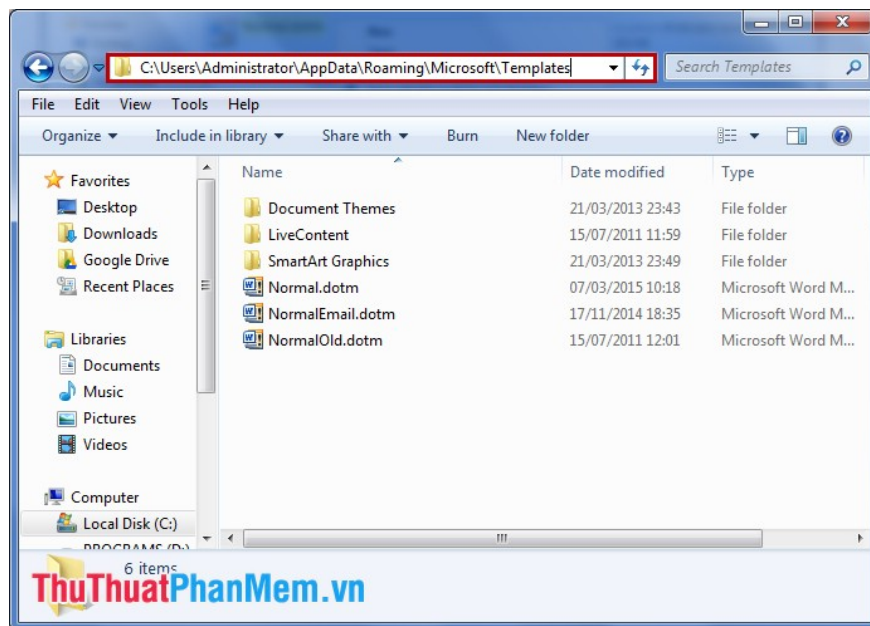
Open **Computer** and select drive **C** then search for the term *Normal.dotm* .



Right-click on the *Normal.dotm* file and select **Open file location** .



The path to the directory where Word Templates is located.



For example, you want to create the following template:

Cách tạo mẫu (Template) trong Word 2007, 2010

thuthuatphanmem.vn

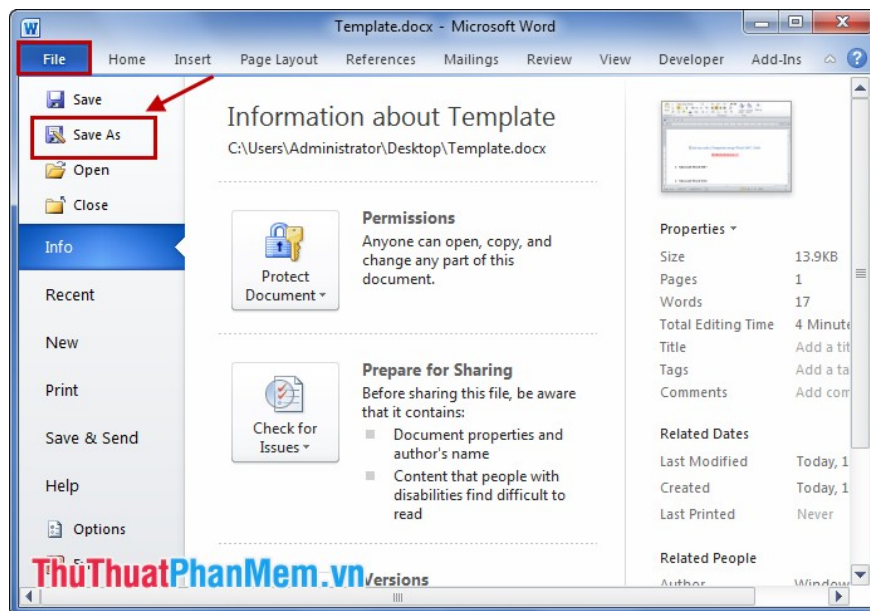
1. Microsoft Word 2007

2. Microsoft Word 2010

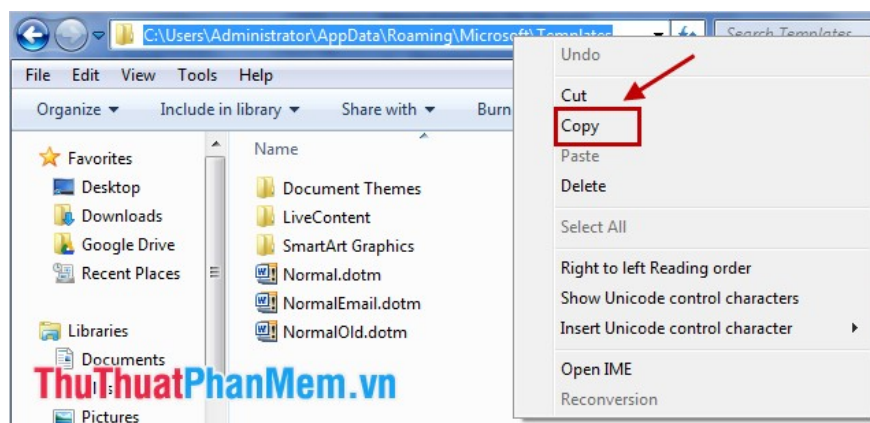
ThuThuatPhanMem.vn

Word 2010

Step 1: Open the file you want to form a **Template** , select **File -> Save as** .

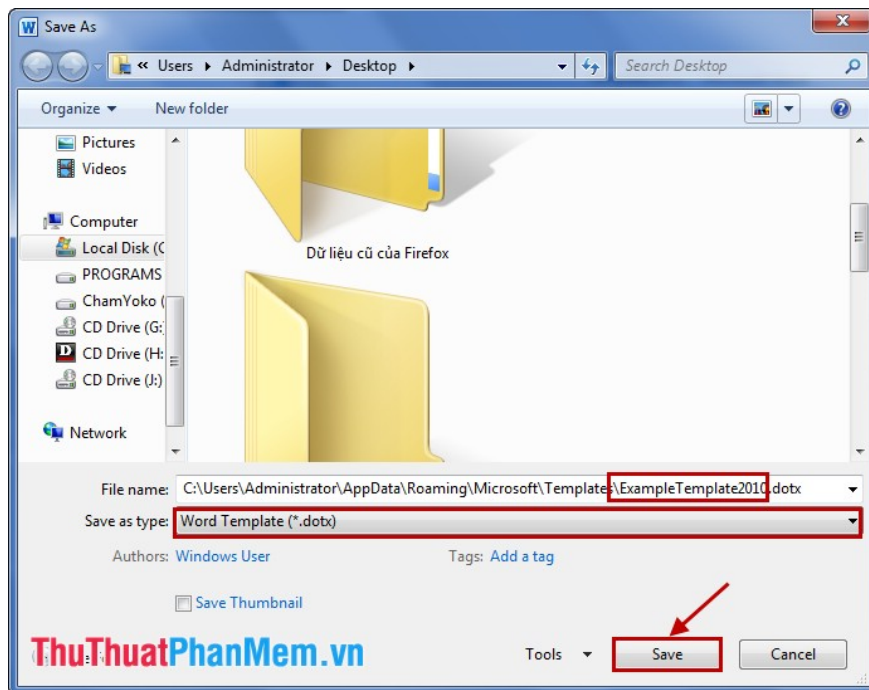


Step 2: Copy the path to the folder containing the Word Template on the computer opened above.



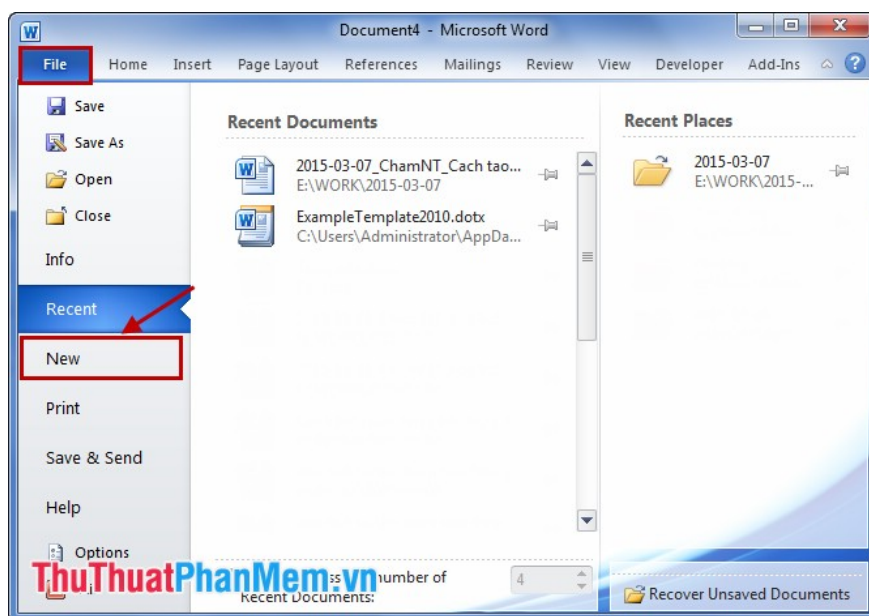
Step 3: Paste the path you just copied into the **File Name** in the **Save as** table , next you add the mark at the end of the path and name the Template you want to create.

In the **Save as type** section, select **Word Template** , then click **Save** to save.

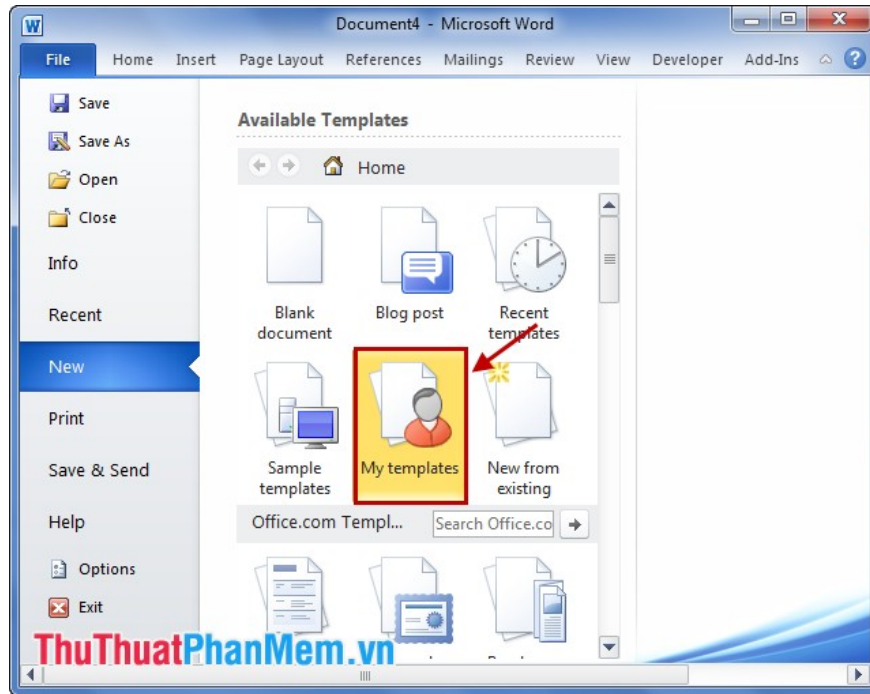


Step 4: To open the Template file, you can select Template in the folder containing the Templates in Word on your computer. Or you can do the following:

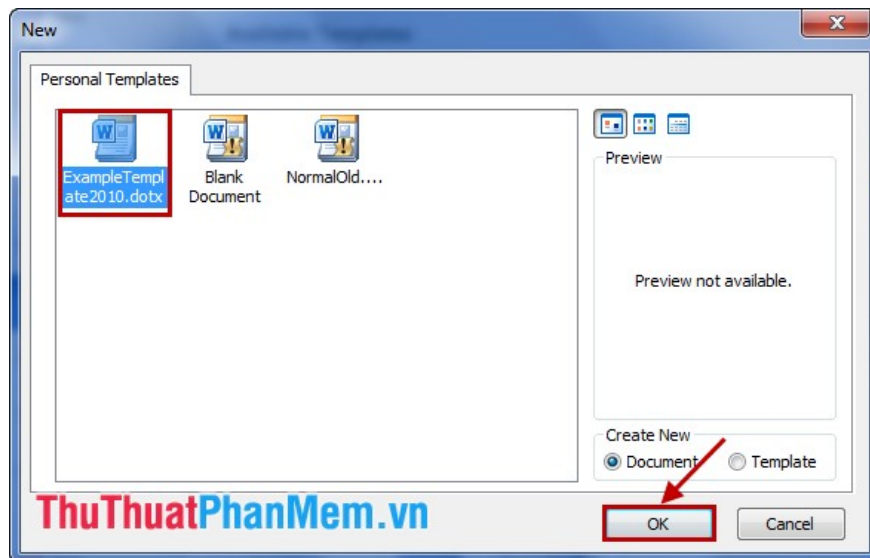
1. Open Word, choose **File** -> **New** .



2. Select **My Template** .

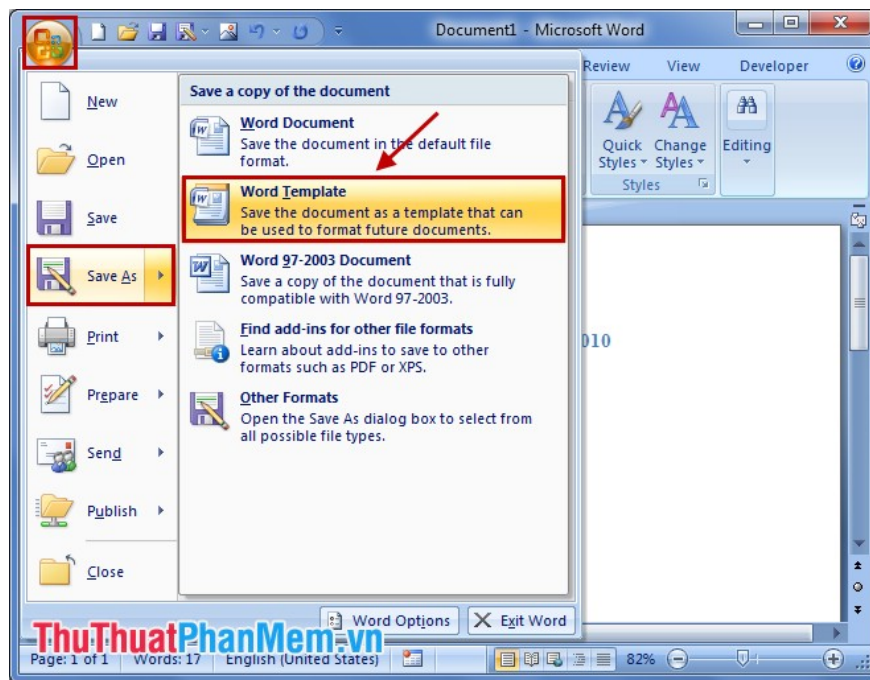


3. In the **New** dialog box, select the **Template** you want to open and click **OK** to open the Template.

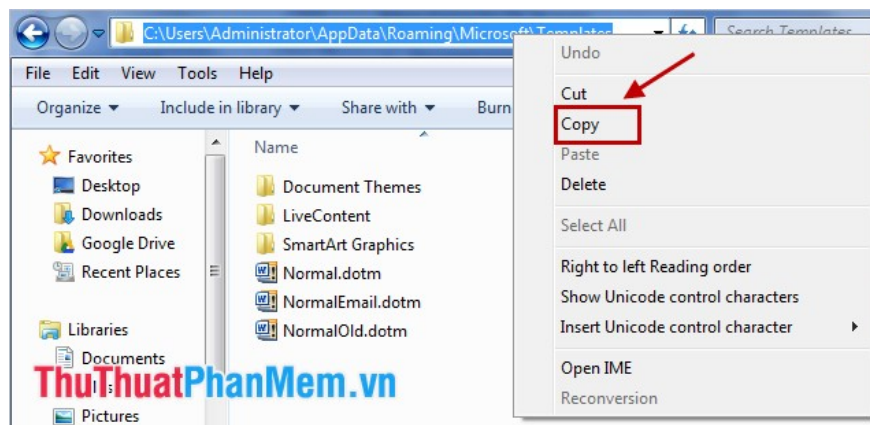


Word 2007

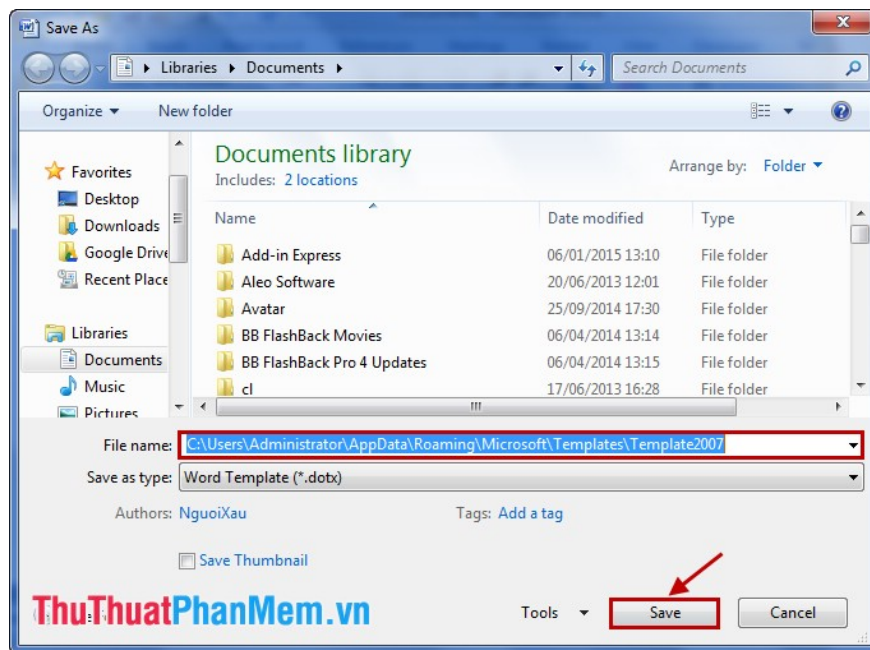
Step 1: Create a template in Word 2007, select the **Office Button** icon -> **Save as** -> **Word Template** .



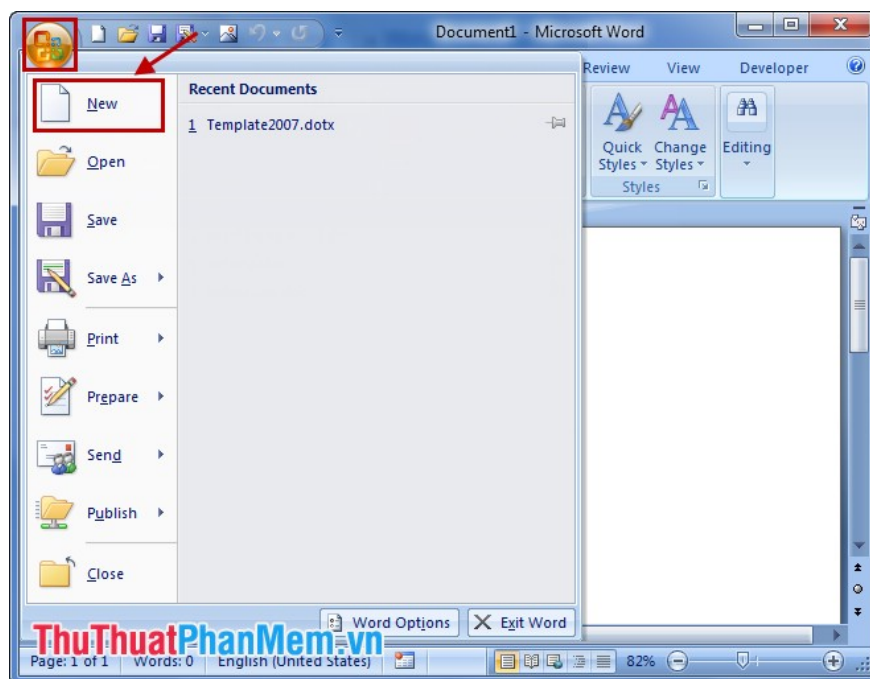
Step 2: Copy the path to the folder containing the Word Template on the computer opened above.



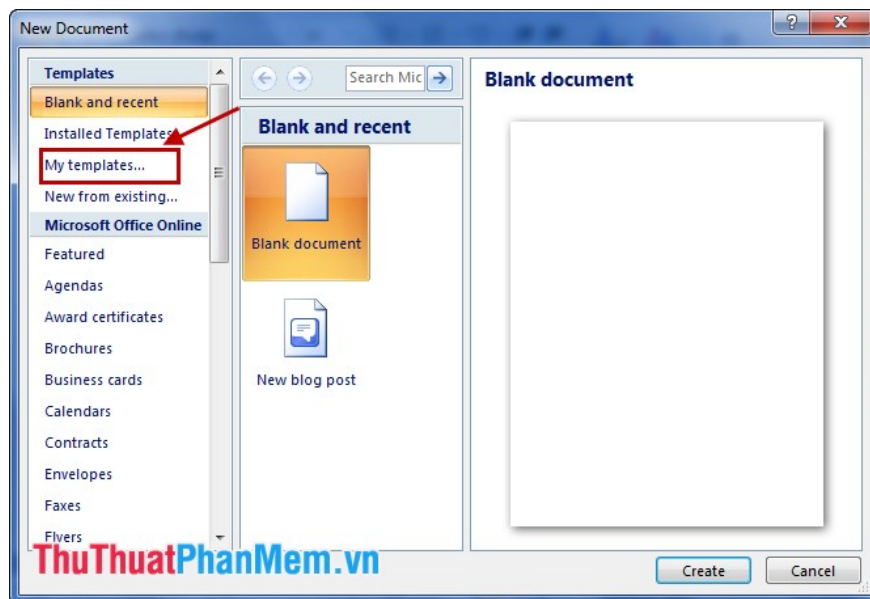
Step 3: Paste the path you just copied into the *File Name* in the **Save as** table , next you add the mark at the end of the path and name the Template you want to create. Then you click **Save** to save.



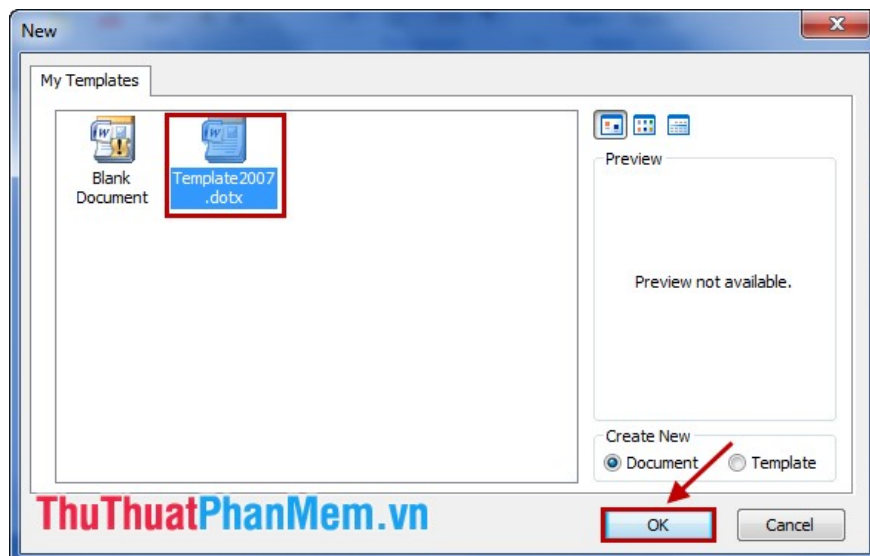
Step 4: To open the Template file in Word 2007, select the **Office Button** icon -> **New** .



In the New Document dialog box, select **My Templates** .



Select the Template you want to open and click **OK** .



The Template template will appear in a new Word file.

Thus, the article on how to create a template (Template) in Word 2007 and Word 2010. From now on, you can freely create your own used templates to help work more effectively. Good luck!

You finished reading the article "**How to create a Template template in Word 2007 and Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.